

CHASE 9 CHASE 9 CHASE 9

Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

Transaction #13
Account Number Ending In: 0515
Checking Deposit \$1,716.35

Cash Amount : \$1,716.35

Further review may result in delayed availability of this deposit

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-825-8225

1-800-535-5935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/31/2010 12:50

Business Date 12/31/2010
Session #7

Thank you - Williemaes
Cashbox #06

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER.
TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply.
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING
CHASE EXCLUSIVESSM
BETTER RATES
MORE REWARDS
BIGGER DISCOUNTS

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER.
TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply.
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING
CHASE EXCLUSIVESSM
BETTER RATES

TransSource

DATE 12/31/10

DEPOSIT TICKET	
DOLLARS	CENTS
CURRENCY	<u>17.16</u>
COIN	<u>.35</u>
CHECKS REFUSED SEPARATELY	
1	
2	
3	
4	
5	
6	
7	
8	
9	
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19	
20	
DEPOSIT PREPARED BY <u>N. Palbuena</u>	
DEPOSIT VERIFIED BY <u>B5</u>	
PRINT NAME <u>N. Palbuena</u>	
DEPOSIT BAG # <u>127025087</u>	
TOTAL <u>17.16</u> <u>.35</u>	
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED	
DEPOSIT TICKET	

TO REORDER
 CALL 1-888-250-5455
 AND REFER TO
 ORDER #ZOSFP383

CHECKS AND OTHER ITEMS ARE
 SUBJECT TO THE EXAMINATION
 AND APPROVAL OF THE BANK.
 NORMAL CLEARING AND COLLECT
 PROCEDURES WILL NOT OCCUR
 UNTIL THIS DOCUMENT IS
 WITHDRAWN FROM IMMEDIATE
 USE.

DEPOSIT TICKET

17.16 .35

\$ 17.16 .35

127025087

TransSource®

DATE 12/31/10

DEPOSIT TICKET

CURRENCY	DOLLARS	CENTS
COIN		
CHECKS (LIST EACH SEPARATELY)		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
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15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED
BY M. K. P.

DEPOSIT VERIFIED
BY M. K. P.

PRINT NAME M. K. P.

DEPOSIT BAG # 1241087

TOTAL 1740.25

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

\$ 1740.25

ITEMS

TOTAL

TO REORDER
CALL 1-888-504-505
AND REFERENCE
ORDER #ZGSE9383

DEPOSIT TICKET

Cash Management Log
DAY- Friday DATE - 12/31/10

SAFE COUNT

NAME SAFE COUNT	OPEN: <u>Biselle</u>		MID 1:		MID 2:		MID 3:		CLOSE: <u>Wanda</u>	
	START	END	START	END	START	END	START	END	START	END
TIME	<u>6:04</u>	<u>9:46</u>							<u>10:29A</u>	<u>3:16PM</u>
\$0.01	<u>21</u>	<u>21</u>							<u>21</u>	<u>17</u>
\$0.05	<u>18</u>	<u>18</u>							<u>18</u>	<u>20</u>
\$0.10	<u>90</u>	<u>80</u>							<u>85</u>	<u>75</u>
\$0.25	<u>810</u>	<u>300</u>							<u>300</u>	<u>270</u>
\$1.00	<u>171</u>	<u>171</u>							<u>171</u>	<u>178</u>
\$2.00	<u>8</u>	<u>0</u>							<u>0</u>	<u>0</u>
\$5.00	<u>810</u>	<u>770</u>							<u>770</u>	<u>670</u>
\$10.00	<u>50</u>	<u>50</u>							<u>50</u>	<u>50</u>
\$20.00	<u>260</u>	<u>380</u>							<u>380</u>	<u>520</u>
OTHER \$'s	<u>8</u>	<u>8</u>							<u>0</u>	<u>0</u>
Total Change Fund	<u>1790</u>	<u>1790</u>							<u>1795</u>	<u>1810</u>
# Tills/Total \$	<u>40/200</u>	<u>Active</u>							<u>active</u>	<u>40/200</u>
# Till Drops	<u>4/0</u>	<u>93</u>							<u>93</u>	<u>483</u>
Cust. Recov. Cert.	<u>23</u>	<u>23</u>							<u>23</u>	<u>23</u>
P-Card	<u>(Y/N)</u>	<u>(Y/N)</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>(Y/N)</u>	<u>(Y/N)</u>
# Tip Bags	<u>2/0</u>	<u>38</u>							<u>38</u>	<u>28</u>
Comments:										

Report Store Operating Funds

Signature:	\$ Amount Entered:
------------	--------------------

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	<u>N. Balbuena</u>	Taken By Cash Controller	<u>N. Balbuena</u>
Preparing Deposit:		Date to Bank:	<u>12/31/10</u>
Start Time:	<u>12:21PM</u>	Time to Bank:	<u>12:31pm</u>
Deposit Bag #:	<u>127603087</u>	Deposit Bag #:	<u>127603087</u>
Deposit Witness:	<u>B2</u>	Banking Witness:	<u>B2</u>
Deposit \$:	<u>1711.035</u>	Bank Validated \$:	<u>1710.35</u>
Completion Time:	<u>12:34PM</u>	Bank Validation Time:	
Change Order \$:	<u>0</u>	Change \$ Received:	<u>0</u>
Comments:		Comments:	

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:

PARTNER TIP REMOVAL (weekly)

PARTNER #:	INITIALS:	TIME:
CC WITNESS (mandatory):		
DROP BAG #'S:		

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY -

DATE -

REGISTER 1 TOP

TILL DROP LOG

REGISTER 1 BOTTOM

TILL DROBLOG

REGISTER 2 TOP

THE BROP LOG

REGISTER 2 BOTTOM

TILL DROPS

REGISTER 3 TOP

ELA-PROBLEMS

REGISTER 3 BOTTOM

THE PROGRESS

REGISTRATION

THE BEOMJOG

REGISTER A BOTTOM

THE DROBLOG

Cash Management Log

DAY- _____ DATE - ____ / ____ / ____

Report Store Operating Funds

Signature: _____ \$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller Preparing Deposit:		Taken By Cash Controller:	
Start Time:		Date to Bank:	
Deposit Bag #:		Time to Bank:	
Deposit Witness:		Banking Witness:	
Deposit \$:		Bank Validated \$:	
Completion Time:		Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:	Comments:		

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

****Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section**

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP REMOVAL (weekly)			
PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #'S:			

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	
<input type="text"/> <input type="text"/>	

Cash Management Log**STORE COMMUNICATIONS**

DAY -

DATE -

REGISTER 1 TOP**TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 1 BOTTOM**TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 2 TOP**TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 2 BOTTOM**TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 TOP**TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM**TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP**TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM**TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

Cash Management Log

DAY - _____ DATE - _____ / _____ / _____

Report Store Operating Funds

Signature: _____ \$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller Preparing Deposit:		Taken By Cash Controller:	
Start Time:		Date to Bank:	
Deposit Bag #:		Time to Bank:	
Deposit Witness:		Banking Witness:	
Deposit \$:		Bank Validated \$:	
Completion Time:		Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:	Comments:		

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

****Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.**

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	Date:
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP REMOVAL (weekly)			
PARTNER #:		INITIALS:	
CC WITNESS (mandatory):			TIME:
DROP BAG #'S:			

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	
<input style="width: 100px; height: 30px; margin-bottom: 5px;" type="button" value="Print"/> <input style="width: 100px; height: 30px;" type="button" value="Save"/> <input style="width: 100px; height: 30px;" type="button" value="Cancel"/>	

*Witness on tip drop removals must be the scheduled cash controller



PAYROLL PROCESSES FOR PAYROLL ERRORS

Payroll Processing must be completed by 2:00 p.m. local time. If after processing payroll it is discovered that a partner is missing hours there are three different processes for compensation.

1. **Complete a Prior Period Adjustment** – This will ensure the missing hours are on the partner's next paycheck. The store manager must enter all missing hours by completing a Prior Period Adjustment through the Benefits Adjustment tab in Time and Attendance.
 2. **Complete an Emergency Wage Advance** – This process compensates partners who require immediate payment for missing funds. The partner may receive 80% of the total gross wages earned or up to \$150.00, which ever is less.
 - Contact your district manager for approval (**authorization is required**).
 - The store manager must enter all missing hours by completing a Prior Period Adjustment through the Benefits Adjustment tab in Time and Attendance.
 - Calculate the amount of the advance (total hours x rate of pay x 80%).
 - Complete a **Paid Out** on the POS using the Reason Code "Payroll Emergencies."
 - Complete the Emergency Wage Advance Log.
 - Complete the Wage Advance and Payroll Deduction Form (SKU #176571 or print it from the Store Portal) and have it signed by the store manager and the partner.
 - Attach the Paid Out receipt to the wage signed Advance and Payroll Deduction Form. The store manager and partner receiving the advance must sign the receipt.
 - The partner has 14 days to return the Emergency Wage Advance.
 - Complete a Paid In to repay the Emergency Wage Advance and attach the receipt to the Wage Advance and Payroll Deduction Form. The receipt must be signed by the store manager and partner.
 - Complete the Emergency Wage Advance Log.
 - File the Wage Advance and Payroll Deduction Form in the partner's employment file.
 3. **Complete a request for an On Demand Check** – This process compensates partners who require an advance exceeding \$150.00.
 - Contact your store manager for approval (**authorization is required**).
 - The store manager must call the Partner Contact Center at (866) 504-7368 with the authorized hours to be paid and request an **On Demand Check**.

Note: No Emergency Cash Advances using the Paid Out method or through the Partner Contact Center may be processed without prior authorization and approval from the district manager.

EMERGENCY WAGE ADVANCE LOG

PUNCH COMMUNICATION LOG

Use this log to indicate missed punches that require management approval to ensure that all partners are paid accurately for all hours worked. Use of this log is not a substitute for punching in and out in accordance with the Starbucks Time and Attendance Policy (see Partner Resources Manual for more details).

Week 9 – Nov 29 - Dec 5

STORE #

PUNCH COMMUNICATION LOG

Use this log to indicate missed punches that require management approval to ensure that all partners are paid accurately for all hours worked. Use of this log is not a substitute for punching in and out in accordance with the Starbucks Time and Attendance Policy (see Partner Resources Manual for more details).

Week 10 – Dec 6 - 12

STORE #

691

DATE	PARTNER NAME	PARTNER #	IN PUNCH	MEAL OUT	MEAL IN	OUT PUNCH	DETAILED DESCRIPTION	PARTNER INITIALS	DATE	MANAGER INITIALS	DATE ENTERED
12/10/10	Nathan Buchanan	16063445	5:28 am.	9:28			No punch.	KB	13/10/10	SP	12/6
12/10/10	Himberis Barnes	1700435					using Comp	FB		NIA	12/14
12/10/10	Yer Yang	1727482				12:35p	" "				12/6
12/10/10	Mirela Polbueng	1335242	1:20	5:27am	5:37pm	2:09m.	" "				12/6
12/10/10	Zanson Windstone						on Comp				NIA
12/10/10	Yer Yang	1727482				12:08 pm	On Comp				12/3
12/10/10	Yer Yang	1727482				8:47 pm					12/3
12/10/10	Sullivan Initiative	1713501				8:27pm	training				12/3
12/10/10	Troy SCCC+	16804110					Train Suspended	TJ	12/08	SP	12/13
12/10/10	Brooks Somers	17200435					Comp freeze	JK	12/08	SP	12/13
12/10/10	Andrea Sutherland	1738051				11:35	No Punch	A.S	12-09	SP	12/13
12/10/10	Marta Balbueno	1335242				17:44p	1:30p	" "			12/13
12/10/10	" "	" "				18:34p	delete direct				12/13
12/10/10	Atascio Tigrayn	1361708				4p	No punch				12/13
12/10/10	Griselle H. McNeill	16304473				6:04p	" "				12/13
12/10/10	Himberis Samuels	1700436				4p	" "				12/13
12/10/10	Anarvae Sutherland	1738061				4p	" "				12/13
12/10/10	Karen Vanegas	1718481				11:16p	" "				12/13
12/10/10	Yer Yang	1727482				12:33p	" "				12/13
12/10/10	" "	" "				2:30p	delete double				12/13

BORROWED PARTNER LOG

Use this log to capture partner and punch information for all borrowed partners. Borrowed partners should also punch in and out at the POS or MWS.

Week 9 – Nov 29 - Dec 5

PAID TIME OFF LOG

NOTE: Downloaded from www.jstor.org on January 1, 2010 by guest.

PUNCH COMMUNICATION LOG

Use this log to indicate missed punches that require management approval to ensure that all partners are paid accurately for all hours worked. Use of this log is not a substitute for punching in and out in accordance with the Starbucks Time and Attendance Policy (see Partner Resources Manual for more details).

PROCEDURE:

1. The SM, ASM, or SS makes the actual written detailed entry into the log. The partner does not write the actual entry, but is responsible for initiating and approving the entry.
2. All entries in the log must be initialed and dated by the SM or ASM and the partner prior to processing payroll.
3. Shift Supervisors do not replace the SM or ASM as the signing authority on the *Punch Communication Log*.
4. Before processing payroll, compare the Audit Report and the Payroll Summary Report and make sure all punch edits have been added to the *Punch Communication Log* and approved by the partners. After payroll is processed, attach the Audit Report to the *Punch Communication Log*.
5. Keep the *Punch Communication Log* attached to your Daily Records Book. This form is required to be mailed with the DRB to Iron Mountain every six months for long term storage.

BORROWED PARTNER LOG

Use this log to capture partner and punch information for all borrowed partners.

PROCEDURE:

1. All borrowed partners must punch in/out on the POS or Manager's Workstation in order to be paid and included in the weekly tip distribution.
2. All borrowed partners must also sign in/out on this *Borrowed Partner Log* before they leave the store.
3. Keep the *Borrowed Partner Log* attached to your Daily Records Book. This form is required to be mailed with the DRB to Iron Mountain every six months for long term storage.

PAID TIME OFF LOG

Use this log to request paid time off such as vacations, jury duty, bereavement and personal days.

PROCEDURE:

1. All requested paid time off must be entered, initialed and dated in this log by the requesting partner BEFORE the SM or ASM processes payroll.
2. The SM or ASM must enter the paid time off into Time and Attendance prior to processing payroll. Do not send timecards for paid time off unless requested to do so by the Payroll department.
3. The SM or ASM who entered the paid time off in Time and Attendance must initial and date the original partner entry. Shift supervisors do not replace the SM or ASM as the signing authority.
4. Before processing payroll, compare the Payroll Summary Report with the *Paid Time Off Log*.
5. Keep the *Paid Time Off Log* attached to your Daily Records Book. This form is required to be mailed with the DRB to Iron Mountain every six months for long term storage.
6. Refer to the Partner Resources Manual for more details on the eligibility for paid time off.

BORROWED PARTNER LOG

Use this log to capture partner and punch information for all borrowed partners. Borrowed partners should also punch in and out at the POS or MWS.

PAID TIME OFF LOG

Use this log to request paid time off such as vacation, jury duty, bereavement, and personal days.

PUNCH COMMUNICATION LOG

Use this log to indicate missed punches that require management approval to ensure that all partners are paid accurately for all hours worked. Use of this log is not a substitute for punching in and out in accordance with the Starbucks Time and Attendance Policy (see Partner Resources Manual for more details).

Week 11 – Dec 13 - 19

STORE #

11649

DATE	PARTNER NAME	PARTNER #	IN PUNCH	OUT PUNCH	MEAL OUT	MEAL IN	DETAILED DESCRIPTION	PARTNER	IN TIMES	OUT TIMES	MANAGER APPROVED	DATE ENTERED
12/13/10	Ajaphan Buchanan	1663445	5am				10:00 am forgot to punch out	JMB	12/13/10	SMA	12/13	
12/13/10	Yek Yann	1727482					3:30pm on Computer	JY	12/13/10	SMA	12/13	
12/13/10	Summer Linestone	1738756	4:34									
12/13/10	Audrie Sutherland	1738051	2am				6pm forgot to punch out	A.S.	12/13/10	SMA	12/13	
12/14/10	L.Ingram	1361748	3am	11:45pm			no punch in	JIN		SMA	12/14	
12/14	Dathan Buchanan	1663449					10:30a forgot to punch out	JDB		SMA	12/14	
12/15	Karimberg Samuels	1700136	12:00pm									
12/15	Dominique Carter		12:30pm									
12/14	Michael Perriato		12:30pm									
12/14	Yer Yang	1727482					no punch					
12/15	Caren Venegas	1718481					on computer	AP		SMA	12/15	
12/15	Michael Perriato		2:00pm									
12/15	Dominique Carter		2:30pm									
12/16	Yek Yann	1727482	10:00am				4:00pm 4pm	Yann Yann	12/16	SMA	12/16	
12/16	Monica Balbuena	1335242	12:00pm				7:14pm	J.R.Balbuena	12/16	SMA	12/16	
12/16	Himberly Samuels	1700435	14:03pm				12:15p					
12/18	Michael Perriato	1739180	12:00pm									
12/17	Danya Balbuena	1335242					12:26p					
12/18	" "	"					1:20p					
12/18	Giselle Mitchell	1530473		10p			6:30p					
12/18	Karen Venegas	1718481			11:31a							
12/17	Cameron Edwards	1735756	12p									

BOBBOWED PARTNER LOG

Use this log to capture partner and punch information.

PAID TIME OFF LOG

Use this log to request paid time off such as vacation, ju

PUNCH COMMUNICATION LOG**Week 12 — Dec 20 — 26**

STORE #

11649

Use this log to indicate missed punches that require management approval to ensure that all partners are paid accurately for all hours worked. Use of this log is not a substitute for punching in and out in accordance with the Starbucks Time and Attendance Policy (see Partner Resources Manual for more details).

DATE	PARTNER NAME	PARTNER #	IN PUNCH	MEAL OUT	MEAL IN	OUT PUNCH	DETAILED DESCRIPTION	PARTNER INITIALS	DATE	MANAGER INITIALS	DATE ENTERED
12/20	Karen Youngblood	1718481	12:01	11:59a			mv on com				12/2
12/20	Gisele M. Jett	1730473	6:0p	6:30p							12/2
12/20	Dominique Linton	1739426	12:38p		4:30a	4:30p					12/2
12/20	Terri Yano					1:12p					12/2
12/20	Consonia Jetstone					4:47p					12/2
12/20	<u>Kimberly</u> <u>Wolfsberg</u>	<u>13617748</u>					<u>no punch in</u>				12/2
12/20	Michael Pennington	17394220	2p		5:00p	5:00p					12/2
12/20	Dionetta Ballonan	13329242		12p	12:30p	1:15p	no punches				12/2
12/21	Gisele M. Jett	1530473		7:35							12/2
12/21	Troye Scott	16024173									12/2
12/21	Teagan Marshall	16296277									12/2
12/21	SAMSON YOUNGBLOOD	1737756	12:16								12/2
12/210	Elizabeth Samuels	17394040	8:00	1:05	1:36	9:04					12/2
12/210	Kimberly Wolfsberg	17004355		8:04							12/2
12/210	C. Trifolante	13617748		8:30am							12/2
12/210	Nathan Brumley	1663445									12/2
12/210	Samson Whetstone										12/2
12/23/10	Terri Yano	1727492		5:00 Am			Shift lead late	VTF	12/23		12/23
12/23/10	Northland Balonan	1663445			10a		no punch	"			12/23
12/23/10	Wendela Ballonan	1335242		12p	12:30p						12/23
12/23/10	Catasho Ingram	1361748									12/23
12/23/10	Dominique Linton	1739426		9:30a			change to train				12/23
12/23/10	" "	"		"				"			12/23
12/23/10	Michael Pennington	1739420		10:24a		11:30a	no punch				12/23
12/23/10	Kimberly Samuels	17004355		7:30a			change to Davis				12/23
12/23/10							no punch				12/23
12/23/10											12/23
12/24	Rebekah Johnson	16063444	12:35								12/27
12/24	G. Selle Hit drill	1620473	4:30p		4:30p	1:50p					12/27

BORROWED PARTNER LOG

Use this log to capture partner and punch information for all borrowed partners. Borrowed partners should also punch in and out at the POS or MWS.

PAID TIME OFF LOG

I use this log to request paid time off such as vacation, jury duty, bereavement, and personal days.

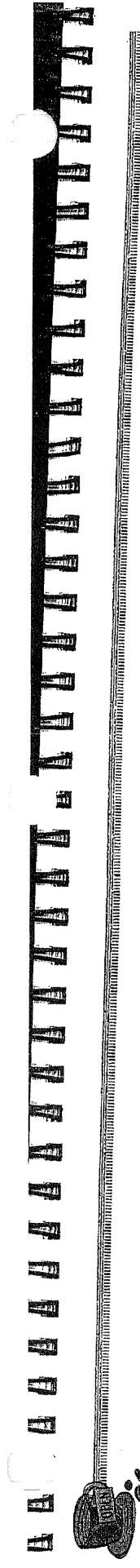
PUNCH COMMUNICATION LOG

Use this log to indicate missed punches that require management approval to ensure that all partners are paid accurately for all hours worked. Use of this log is not a substitute for punching in and out in accordance with the Starbucks Time and Attendance Policy (see Partner Resources Manual for more details).

Week 13 – Dec 27 - Jan 2

STORE #

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BORROWED PARTNER LOG

Week 13 – Dec 27 - Jan 2
Use this log to capture partner and punch information for all borrowed partners. Borrowed partners should also punch in and out at the POS or MWS.

PAID TIME OFF LOG

NOTE: Personal day pay is based on minimum hours worked.

Store Repair and Maintenance Tracking Log

Procedure:

1. Identify the correct Support Group for your issue
2. Please log all calls with the appropriate information

Facility Contact Center: 1-877-728-9349 Store Facility and Equipment Issues						
Date	Environment	Store Planner	Call Center Technician	Work Order	Description	Urgency Level
12/01	freezer	11619	Linda	916446448	leaking, coffee no product (exp)	EM
12/01	baby care	11629	Dominique	91646057	smoking	urgent
12/01	soft frdg	11649	Dominique	91646056	leaf tray leaky	urgent
12/03	right vent	11649	Jim	91647510	bar leaking water 1st service Nov 18	urgent
12/03	left vent	11649	Linda	91648049	urgent
12/03	can	11649	Sheri	91688233	No hot water	non-em
12/20	hot water	11649	Sheri	91688248	door cont lock	non-em
12/20	door	11649	Sheri	91688248	48 hrs	

P-CARD POLICIES: COMPLIANCE = 100% COMPLETION**P-card Policy**

The Store P-card is a Starbucks backed charge card used to purchase business critical items at a retail merchant that is essential to store operations.

See P-card section in the *POS Register Resource Manual* under the Management Functions tab.

P-card Standard

- The P-card is to be kept in the change bank compartment of the safe.
- The P-card can be used by any store partner as directed by the cash controller on duty.
- With the exception of office and bar supplies, district manager approval is required for all P-card purchases that exceed \$20.00.
- The P-card must be used when placing an office supply order with Staples by phone, online or making an in-store purchase.

All Partners – P-card Procedures

- The P-card must be removed from the safe by the scheduled cash controller.
- Record to whom and why the P-card is being given under "Comments" on the Safe Count section of the Store Management page in the Daily Records Book.
- After completing a P-card purchase, complete the *P-card/Paid Out Log* and file the receipt in the P-card/Paid Out envelope. Please print legibly and in pen.
- Leave all P-card receipts in the envelope. Do not send into Sales Audit.
- Return the P-card to the scheduled cash controller on duty, to be placed back in the safe immediately.
- Record that the P-card has been replaced and by whom under "Comments" on the Safe Count section of the Store Management page in the Daily Records Book.

Note: Charges at specific store types (e.g. grocery stores) will be classified to those specific accounts on the P&L (e.g. Dairy Variance). Some merchants (e.g. personal services) are blocked and purchases will be declined at these locations.

Contact the Store P-card Administrator at 1-888-796-5282, option 8, ext. 20631-86896 or email spcardadm@starbucks.com for declined, lost and stolen cards or when a temporary limit increase to cards is requested.

PAID OUT/PAID IN POLICIES: COMPLIANCE = 100% COMPLETION**Paid Out/Paid In Policies**

Paid Outs are for business critical exceptions where p-cards are not accepted. Emergency payroll Paid Outs should be entered on the *Emergency Wage Advance Log* after receiving a case number from the Partner Contact Center (PCC). See Paid Out and Paid In sections in the *POS Register Resource Manual* under the Management Functions tab.

All Partners – Paid Out/Paid In Procedures

- With the exception of bar supplies, obtain district manager approval for all purchases over \$20.00.
- After completing the paid out/in at the POS, complete the *P-card/Paid Out Log* and file the receipt and the paid out/in register slip in the P-card/Paid Out Envelope. Please print legibly and in pen.
- Leave all Paid Out/Paid In receipts in the envelope. Do not send into Sales Audit.

P-CARD AND PAID OUT/PAID IN MANAGEMENT POLICIES: COMPLIANCE = 100% COMPLETION**Cash Controllers – Safe Count Policies**

The safe count must include accurate physical counts of all items in the safe, including the store P-card.

Managers – Weekly Reconciliation

Weekly, the store manager should reconcile the P-card and Paid Out/Paid In Log with the Cash Management Report. This report is located in the Store Web Reports on the MWS.

District Manager and Manager – Monthly Reconciliation

Monthly, the store manager and district manager should review, reconcile and approve the monthly total of P-card and Paid Out/Paid In transactions.

All Partners – ACCOUNTABILITY AND DUTY TO REPORT

Failure to comply with cash management policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Business Conduct Helpline at 800/611-7792.



DM check-in 12/22:

- Safe cont over = within 10 mins / pres
- All posts: document over daily
- tip witnesses / individual witness per line / log
- no operating safe cont on 11/30
- 12/02 Nichols + Criselle safe cont / not done appropriate steps
- Security deposit amt doesn't match slip 12/3, 11/29
- 12/4: Security no cont

Cash Management Log

STORE COMMUNICATIONS

DAY - Mon DATE - 12/21

Total O/S (-2.94)

REGISTER 1 TOP

TILL DROP LOG

REGISTER 1 BOTTOM

TILL DROP LOG

REGISTER 2 TOP

THE DROPOLOG

REGISTER 2 BOTTOM

THE BORGES

REGISTER 3 TOP

TILL PROB LOG

REGISTER 3 BOTTOM

FULL PROBE LOC

REGISTER A TOP

THE PROLOGUE

REGISTER A BOTTOM

THE DROP LOG

CHASE

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CHASE

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Special benefits for Chase checking
customers! Take advantage of exclusive
offers on many Chase products. To learn
more visit chase.com/exclusives
or talk to a banker today!

My Transaction Summary

Transaction #161
Account Number Ending In: 0515
Checking Deposit \$604.50
Cash Amount \$604.50

Further review may result in delayed
availability of this deposit

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-995-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/28/2010 13:56

Business Date 12/28/2010
Session #65

Thank you - Carlos
Cashbox #01

**BETTER
RATES**
**MORE
REWARDS**
**BIGGER
DISCOUNTS**

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12/27/10

DEPOSIT TICKET

DATE	12/27/10	
CURRENCY	604	CENTS
COIN	50	
CHECKS <small>LIST EACH SEPARATELY</small>		
1		
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20		

DEPOSIT PREPARED BY *[Signature]*

DEPOSIT VERIFIED BY *[Signature]*

PRINT NAME *Seventy Marshall*

DEPOSIT BAS # *A27603079*

TOTAL *604 150*

ITEMS *1*

DEPOSIT TICKET

TO REORDER
 CALL 1-888-304-5555
 AND REFERENCED
 ORDER #Z65F9383

CHECKS AND OTHER ITEMS ARE
 DEPOSITED FOR OFFICIAL PURPOSES
 ONLY. THIS FORM IS NOT TO BE USED
 FOR COMMERCIAL COLLECTION.
 MAIL THIS FORM WITH YOUR PAYMENT
 TO THE BANK. WE WILL ACCURATELY
 RECORD YOUR DEPOSIT AND
 MAKE IT AVAILABLE FOR IMMEDIATE
 WITHDRAWAL.

TranSource®

12/27/10

DATE		DEPOSIT TICKET	
CURRENCY	604	DOLLARS	CENTS
COIN	50		
CHECKS (LIST EACH SEPARATELY)			
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20			
DEPOSIT PREPARED BY			
DEPOSIT VERIFIED BY			
PRINT NAME <i>Seventy Marshall</i>			
DEPOSIT BAG # <i>740-036079</i>			
TOTAL <i>604.50</i>			
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.			
\$		604.50	
DEPOSIT TICKET			

TO REORDER
CALL: 888-704-5454
AND REFERENCE
ORDER #74059363

RECEIVED AND CHECKED FOR
THE AMOUNT OF THE DE-
POSIT AND COPIES OF THE
DEPOSIT TICKET ARE MAILED
IMMEDIATELY. REPORTS MAY NOT
BE MADE UNTIL THE DE-
POSIT IS RECEIVED AND
CHECKED.

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$1604.50
DO NOT DISCARD UPON REMOVAL LOG WITH VALIDATED RECEIPT.
STAPLE TO CASH MANAGEMENT LOG DATE: 12/24/10

127603079

Cash Management LogDAY- Monday DATE - 12/27/10**SAFE COUNT**

NAME	OPEN:	END:	MID 1:	END:	MID 2:	END:	MID 3:	END:	CLOSE:	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	1248P	12:51P	12:51P	1:59P						
\$0.01	13	13	13	13						
\$0.05	24	24	24	24						
\$0.10	55	55	55	55						
\$0.25	210	210	210	210						
\$1.00	228	228	228	228						
\$2.00	10	10	10	10						
\$5.00	1070	1070	1070	1070						
\$10.00	120	120	120	120						
\$20.00	80	80	80	80						
OTHER \$'s	6	6	6	6						
Total Change Fund	1800	1800	1800	1800						
# Tills/Total \$	4	4	4	4						
# Till Drops	10	10	3	3						
Cust. Recov. Cert.	24	24	24	24						
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	10	10	12	13						
Comments:										

Report Store Operating FundsSignature: Secretary of Marshall \$ Amount Entered: 1860.00

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller Preparing Deposit:	<u>SPH</u>	Taken By Cash Controller:	<u>SPH</u>
Start Time:	<u>1pm</u>	Date to Bank:	<u>12/27/10 → 12/28/10 no key</u>
Deposit Bag #:	<u>127603079</u>	Time to Bank:	<u>1:19pm → 1:40pm</u>
Deposit Witness:	<u>ND</u>	Banking Witness:	<u>ND</u>
Deposit \$:	<u>604.50</u>	Bank Validated \$:	<u>604.50</u>
Completion Time:	<u>1:18pm</u>	Bank Validation Time:	<u>1:30pm</u>
Change Order \$:	<u>X</u>	Change \$ Received:	<u>X</u>
Comments:	<u>bank closed - show</u>		
Comments:	<u>key broken - unable to use night deposit</u>		

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1689414	TS	159491816	ND	2:15

PARTNER TIP REMOVAL (weekly)

PARTNER #:	INITIALS:	TIME:
CC WITNESS (mandatory):		
DROP BAG #'S:		

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log**STORE COMMUNICATIONS**DAY - TUESDAYDATE - 12/28/10

Total O/S +4.47

REGISTER 1 TOP			
TILL DROP LOG			
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
<u>Dominique</u>	<u>59441820</u>	<u>CD</u>	<u>2:36</u>

REGISTER 1 BOTTOM			
TILL DROP LOG			
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
<u>Serenity</u>	<u>59441829</u>	<u>CD</u>	<u>6:39</u>

REGISTER 2 TOP			
TILL DROP LOG			
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
<u>Nathan</u>	<u>59441818</u>	<u>WB</u>	<u>12:18pm</u>
<u>Al, chael</u>	<u>59441826</u>	<u>CD</u>	<u>7:40</u>

REGISTER 2 BOTTOM			
TILL DROP LOG			
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
<u>Troy</u>	<u>59441822</u>	<u>CD</u>	<u>10:36</u>

REGISTER 3 TOP			
TILL DROP LOG			
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM			
TILL DROP LOG			
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP			
TILL DROP LOG			
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM			
TILL DROP LOG			
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

CHASE

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Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

Transaction #160
Account Number Ending In: 0515
Checking Deposit \$452.74
Cash Amount \$452.74

Further review may result in delayed availability of this deposit

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/28/2010 13:56

Business Date 12/28/2010
Session #65

Thank you - Carlos
Cashbox #01

CHASE

REWARDS

**BIGGER
DISCOUNTS**

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12/28/10
DATE

DEPOSIT TICKET

CURRENCY	DOLLARS	CENTS
Coin	452	74
Checks	1	0
List each separately		
1.		
2.		
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DEPOSIT PREPARED
BY *SM*

DEPOSIT VERIFIED
BY *NIA*

PRINT NAME: *Serenity Marshall*

DEPOSIT BAG # *12760308*

TOTAL	452	74
-------	-----	----

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENCLOSED

TO REORDER
CALL 1-888-750-4565
AND REFERENCE
ORDER # 265TP9383

1
ITEMS

DEPOSIT TICKET

452.74

TransSource®

16/08/12

DATE

DEPOSIT TICKET

CURRENCY	DOLLARS	CENTS
Coin	4	74
Checks <small>LIST EACH SEPARATELY</small>		
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DEPOSIT PREPARED BY *Soren E. Marshall*

DEPOSIT VERIFIED BY *NH*

PRINT NAME *Soren E. Marshall*

DEPOSIT BAG # *127603881*

TOTAL **452.74**

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER
CALL 1-888-770-4545
AND REFERENCED
ORDER # 47651982

1
TOTAL ITEMS

DEPOSIT TICKET

452.74

16/08/12

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

16/08/12

452.74

16/08/12

452.74

RE: 345 Hudson St Starbucks-getting bad

From:	Shelby Wood <SWood@emmisny.com>
To:	Jen Gurto; Giancarlo Negovetti
CC:	Kevin Cox; S11649 Hudson & King
Subject:	RE: 345 Hudson St Starbucks-getting bad
Sent:	7/6/2010 9:00:04 PM +00:00
	<p>Thank you so much for getting back to us Jennifer, we really appreciate it.</p> <p>Sorry that my response was delayed, I was out of town and we were closed for the holiday.</p> <p>However, almost immediately we have seen more staff at this Starbucks and it doesn't seem so chaotic. Still a lot of new faces, but it seems to be going a little smoother.</p> <p>We have not spoken to Serenity yet, but thank you for giving us a name.</p> <p>We'll see how it goes and continue to give you feedback as needed.</p>

I also wanted to give a special recognition to Giselle who works at this location.

I went there the other day and was venting to my co-worker about something work-related and I was pretty upset/annoyed. She gave me my coffee on the house since I "seemed really upset and could need something nice" I immediately smiled and cheered up. That was very nice of her and so unexpected! So I wanted to make sure I mentioned her to you.

Thanks again!

